



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
(508) 839-5335 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

RECEIVED TOWN CLERK  
GRAFTON, MA

2021 DEC 17 AM 10:21

**DISABILITY COMMISSION**  
**(Regular Meeting)**  
**Approved Meeting Minutes**  
**12-16-2021**

Thursday, November 18, 2021 – 6:30 p.m.  
Zoom Conference Link to join the webinar:

A copy of the Grafton Public Meeting Remote Participation Guidelines, dated March 24, 2020 (subsequently extended June 16, 2021) is attached to this agenda for reference. Please review the guidelines prior to joining the remote public meeting. We will be fielding questions via Chat feature. Also, written comments may be directed to [disabilitycommission@grafton-ma.gov](mailto:disabilitycommission@grafton-ma.gov)

Roger called the meeting to order at 6:39 pm and read the remote participation guidelines.

**Present:** Roger Trahan, Chair, Daryl Rynning, Rob Polsinelli, Catherin Dore, Robert Berger, Kristie Proctor

**Absent:** Laura Deneen

Roll call vote:

DR	Yes
KP	Yes
RP	Yes
LD	
CD	Yes
RT	Yes
RB	Yes

### **1. Announcements**

Bob Berger asked if the Town Administrator give us permission to enable closed-captioning for our zoom meetings? Discussion of how to ensure closed-captioning is done for all the commission's ensuing meetings. (See discussion further down regarding closed-captioning for all town meetings).

### **2. External Correspondence**

None.

### **3. Meeting Minutes**

- 10/20/2021 (joint meeting with Cable Oversight Committee)

Action: Daryl Rynning made a motion to approve the 10-20-2021 joint meeting minutes with the Cable Oversight Committee; Robert Berger seconded; Discussion. Roll call vote:

DR	Yes
KP	Yes
RP	Yes
LD	
CD	Yes
RT	Yes
RB	Yes

Motion was declared passed unanimously 6-0 by Chair.

- 10/21/2021 (regular meeting)

Action: Motion to approve the 10-21-21 meeting minutes made by Rob Polsinell; Bob Berger seconded; Discussion. Roll call vote:

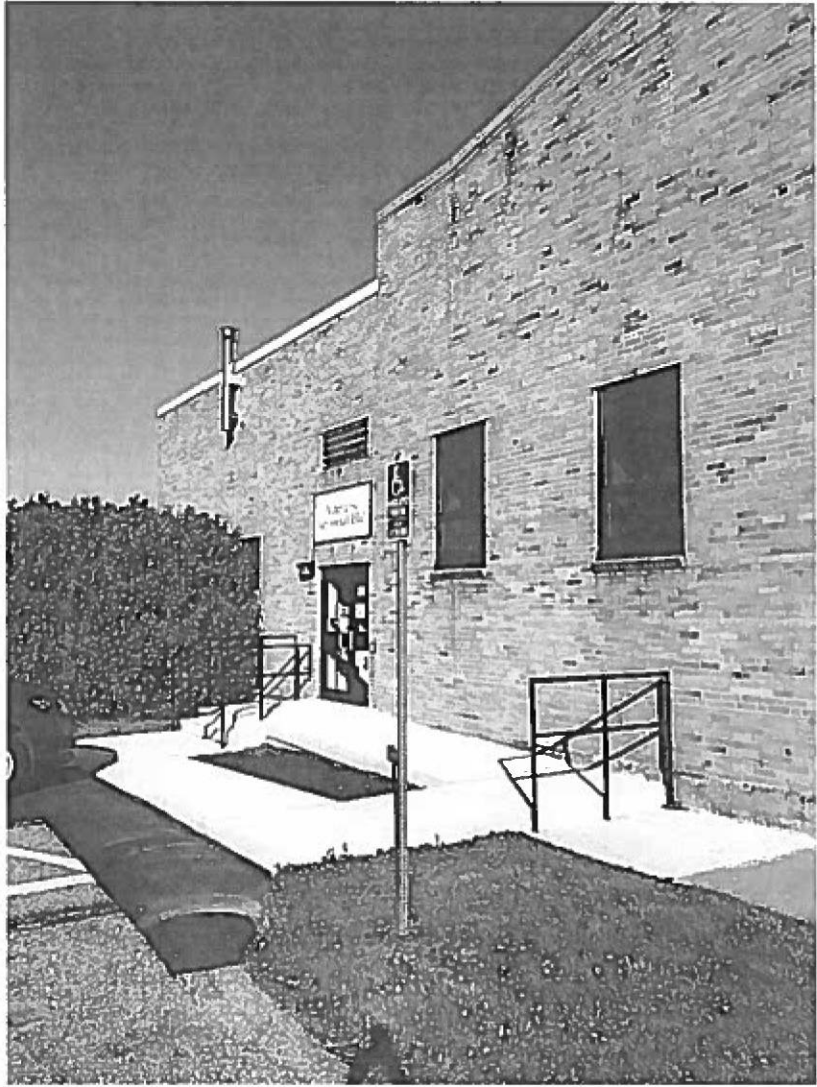
DR	Yes
KP	Yes
RP	Yes

LD	
CD	Yes
RT	Yes
RB	Yes

Chair Roger Trahan declared the motion carried 6-0.

#### **4. Project Updates and General Updates**

- Municipal Center – Mr. Berger shared photos of the rear entrances to the Senior Center and the Municipal Center with the accessible entrances, ramps, and handrails. Now code compliant entrances.









- Parking Fines Account – view the Town of Grafton Expense Account for the parking fines. Consider how we can recommend the funds (\$700) be spent to the Select Board.
- Grafton Common – Select Board on Tuesday approved the Change Order to repair the bandstand which includes the accessible ramp onto the bandstand. (\$114,000.00)
- Grafton Library – Roger Trahan noted that there were several outstanding items to be fixed – no ETA as some of this is beyond our control. Signage acknowledges shelving issue and offers to help any patron.

## 5. Subcommittee Update - Disability Commission charge

Kristie Proctor and Rob Polsinelli presented two options for updating the mission statement and how other commissions were researched. Both versions attempt to accurately describe the work of the commission while staying within our commission's purview and authority.

Narrative about the process of creating a new mission. Why update the commission mission? State mandates need to be included.

Statement doesn't have #4: *review and make recommendations of policies procedures, services and activities of departments and agencies of Grafton as they affect people with disabilities.*

Discussion of preferences and name change of commission. Option #2 has bullet points which may be too broad? Should we stick more closely to general law? Discuss name change and history of the commission name changes recently.

Should we tackle the document in a workshop meeting rather than a regular meeting? Rob suggested we work on this on our own, discuss in December's meeting, and then hold a workshop in January if needed.

Shout out to Rob and Kristie for their work on this document. We can work on this and re-introduce ourselves to the community.

## 6. Old Business

- Closed Captioning – for the live portion of zoom meetings while the playback function of any meetings is not captioned. Could we use The American Recovery Act funds or write a grant to request funds? *Tightrope* is new technology we (the town) could use to have closed captioning for GCTV. Resources at WGBH for help with public access. Could we ask someone to sponsor legislation to change the fund formula of the grant? We may not have to go through these additional steps to acquire funds if *Tightrope* is affordable or until this is more clearly defined in terms of cost for one channel (the government channel first; the school channel second).

Bob Berger explained that Tightrope is what produces the station's productions. Daryl Rynning mentioned the need to make Town Meeting accessible.

- Any Other Old Business – Kristie Proctor and Laura Deneen plan to visit the station in the coming month. *Grafton Celebrates the Holidays* – messaging on the promotional materials to indicate accessibility. See email to Jen Andersen 11/16/21. Idea: Roger suggested we create a town-wide resource on the accessible features of the town.

## 7. New Business

- MA Office on Disability and Office of the Attorney General – November 2021 Webinar: Accessible Meetings for Municipalities. Commission members Bob Berger, Rob Polsinelli, and Catherine Dore attended. Catherine Dore attended and shared the presentation slides – very comprehensive information. Catherine noted the questions about interpreters and closed-captioning items. Presenters shared laws to comply with and suggestions on how to manage accommodation requests. Shared resources and web links at the end of the slideshow. Lots of resources on the MA Office of Disability web site.
- *Demystifying Disability* by Emily LaDau – the webinar presenters encouraged others to read and learn about the phrasing to avoid ableist language. This is a guide to being a thoughtful, informed ally



to disabled people, with actionable steps for what to say and do, and what not to do, and how you can help make the world a more inclusive place.

- Can employees attend professional development workshops, such as on topics like the ADA? The chair (Roger Trahan) could have a conversation with the Town Administrator in regards to this idea.
- Bob Berger discussed how to request accommodations for town meetings with the Town Administrator. The invitation to request accommodations with sufficient notice will now become a standard practice for all commissions and meetings. The invitation will include the contact which will be the Select Board office who will then notify the chairperson of the commission/meeting. If needed, the ADA Compliance Officer will handle large requests.
- Any Other New Business? None at this time.

#### **8. Next Meeting**

Regular Meeting - 3<sup>rd</sup> Thursday, December 16, 2021 at 6:30p.m.

Bob Berger made a motion to adjourn to adjourn the meeting; Daryl Rynning seconded. Roger took a roll call vote:

DR	Yes
KP	Yes
RP	Yes
LD	
CD	Yes
RT	Yes
RB	Yes

Chair Roger Trahan declared the motion carried 6-0. The meeting adjourned at 8:22 PM.

Respectfully submitted,  
Kristie Proctor, Clerk

Disability Commission Meeting Packet 11-18-2021:

<https://www.grafton->

[ma.gov/sites/g/files/vyhlif4461/f/pages/disability\\_commission\\_meeting\\_packet\\_11.18.2021.pdf](https://www.grafton-ma.gov/sites/g/files/vyhlif4461/f/pages/disability_commission_meeting_packet_11.18.2021.pdf)



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## **PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

### **In Advance of Meetings:**

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

### **Essential Components for Remote Meetings:**

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)

- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

### **Identifying the Proper Medium to Conduct Meetings:**

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)
  - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However,

to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

### **Use of Zoom for Remote Access to Public Meetings**

Zoom Video Communications, Inc. ("Zoom") can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Grafton's website, [www.grafton-ma.gov](http://www.grafton-ma.gov).

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom's "Record" feature.

### **Protocols for Remote Public Meetings Using the Webinar Feature**

- All participants entering the meeting via a personal computer ("computer participants") are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the "Participants" feature in Zoom to view all participants and to view/use the "Q&A" function to pose questions on the bottom of the screen.
- Computer participants may "Pin" to a particular video screen.
  - It is recommended to "Pin" to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.
- The Chairman will call the meeting to order.

- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
  - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
  1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
  2. The Chairman will read real-time comments/questions typed by computer participants in the "Q&A" feature followed by real-time Board and/or applicant responses.
    - Computer participants must click on "Q&A" to enter their comment/question.
    - The staff or Chair will address the question live to the Board. It will be discussed and then marked "answered" by the staff or Chair.
  3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual "Waiting Room" by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.